

North Carolina Department of Public Safety Division of Juvenile Justice



NC ALLIES

A Local Link to Improve Effective Services

Copy Program Application-Agreement User Guide

**Last Revised
February 9, 2012**

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A special thank you to the Governor’s Crime Commission for financial support with this project.

Document Overview

NC ALLIES has incorporated a Copy feature for Programs to assist with data entry of new Fiscal Year Program Applications and Agreements. This user guide is intended for users who already have a user account and are working for/with a program who applied for Juvenile Crime Prevention Council (JCPC) funding during the previous fiscal year. If you do not currently have access NCID and NC ALLIES, please reference those user guides first.

New Terminology

- Program Application: This term refers to a Program Agreement that has been entered into NC ALLIES but has not yet been approved by the JCPC.
- Program Agreement: A JCPC approved Program Application within NC ALLIES.
- Draft: All Program Applications will be marked as DRAFT until they are officially submitted within NC ALLIES.

Formatting of Program Applications and Program Agreements is also different to help users identify where the Program is in the Approval process.

Copying a Program Application-Agreement within NC ALLIES

Step 1 – Login into NC ALLIES

When a User logs into NC ALLIES, the screens are slightly different to allow for the new terminology. Upon accessing NC ALLIES, the login screen now appears as:

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North Carolina Department of Public Safety
Division of Juvenile Justice

Home Help Login

Login ID
Password
Login

JCPC Program participants can access this site using their North Carolina Identity Management (NCID) and password. NCID is the standard identity management and access service provided to state, local, business, and individual users. NCID provides a high degree of security and access control to real-time resources. New users can register at <https://ncid.nc.gov>. For specific instructions, please download the [User Guide](#).

Forgot your NCID, Password, or need help?
Contact the ITS Service Desk. The Service Desk is available 24 hours a day (7 x 24 x 365) and can be reached at 919-754-6000 or toll free at 1-800-722-3946.
To view all of the content on this website, please disable your "pop-up blocker" to make sure all pages open properly.

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Step 2 – Select Your Program

When a User logs in, the Program List screen appears. Click the **View** link to access the Copy Program Application feature.

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Home Begin a Program Application My Programs Administration Administration Reports Help Logout

Program List (Total 1)


Action:	Name of Program	County	DJJ Funding ID	Sponsor Agency Name	Sections
View	User Guide Program	Wake	[REDACTED]	User Guide Sponsor	

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*Note: Beside the **Begin a Program Application** link there is a new link in the menu bar labeled **My Programs** which will also display the list of Programs the User is associated with.*

Step 3 – Copy Program Application

The Program Information screen appears. Click the **Copy Program Application** link.



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[Home](#) | [Begin a Program Application ▾](#) | [My Programs](#) | [Administration ▾](#) | [Administration ▾](#) | [Reports ▾](#) | [Help ▾](#) | [Logout](#)

Program Information


Sponsoring Agency: [User Guide Sponsor](#)

Name of Program: User Guide Program (Wake)

County: Wake


Is Multi-County: No

DJJ Funding ID: XXXXXXXXXX

Copy Program Application: [Copy Program Application](#) 

Program Agreements:

Funding FY	Funding Source	Total Cost	DJJ Funds	Status	JCPC Decision	County Decision	DJJ Decision	Actions
FY 11-12	JCPC Funds	\$14,200	\$12,000	Submitted	Approved 04/19/2011	Approved 06/06/2011	Approved 07/06/2011	View - Decision

 [Edit](#)

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The Copy Program Application screen appears. Each check box is automatically selected for you. You can remove the check mark for any section or component you do not wish to copy.

Copy Program Application

Name of Program: User Guide Program (Wake)

Funding Period: FY 12-13

Funding Source: JCPC Funds

☒ Copy Component Named: Believe Tutoring, Type: Vocational Skills



☒ Copy Component Summaries

☒ Copy Component Narratives

☒ Copy Component Measurable Objectives

☒ Copy Budget Narrative

☒ Copy Sources of Program Revenue

 [Create](#) |  [Cancel](#)

Click **Create**.

Step 4 – Edit Your Program Application

The Program Application Information screen appears with the blue message advising: “Program Application successfully created”.

Program Application Information

 **Program Application successfully created**

Name of Program: User Guide Program (Wake)

Program Application Details

Decision

Funding Period: FY 12-13

Funding Source: JCPC Funds

Funding Status: Pending Submission

Last Submission:

Last Return:

Program Manager: User Guide
3040 Hammond Business Place
Raleigh, NC 27603
Email: sindyanne.pink@ncdps.gov
Work Phone: (919) 743-8255

Contact Person: User Guide
3040 Hammond Business Place
Raleigh, NC 27603
Email: sindyanne.pink@ncdps.gov
Work Phone: (919) 743-8255

Fiscal Officer: Fiscal Officer
3040 Hammond Business Place
Raleigh, NC 27603
Email: sindyanne.pink@ncdps.gov
Work Phone: (919) 743-8255

Components: ● Believe Tutoring, Type: Vocational Skills
Add Component

Budget: Budget Revision History

 **Edit**  **Print/Preview**

Click **Edit** to make any changes to the Program staff for the FY 2012-2013 at this point. This is also the time to update any demographic information which may have changed from last FY such as the address or phone number.

From this Screen you can also edit any of the Component Information for the new FY and/or Add Component. All Component Information and Budget Information have been copied from the last approved information entered in FY 2011-2012.

For the Prior Fiscal Year section, if you have only been funded for the current fiscal year and you are applying for year two funding, enter 0s for the Prior Fiscal Year numbers.

Remember to click **Save** on any pages you have changed information.

Example of changes made:

*Total Component Cost: \$ 14,200


*Maximum Client Capacity:  10

*Frequency of Client Contact Per Month:  15

*Est. Number To Serve per Funding Year:  10

*Avg Length Stay (Days):  180

Prior Fiscal Year

*Admissions:  0

*Court Referred Admissions: 0

*Law Enforcement Referred: 0

11-12 data copied

*Total Component Cost: \$ 16000


*Maximum Client Capacity:  12

*Frequency of Client Contact Per Month:  15

*Est. Number To Serve per Funding Year:  12

*Avg Length Stay (Days):  180

Prior Fiscal Year

*Admissions:  10

*Court Referred Admissions: 6

*Law Enforcement Referred: 6

data changed for 12-13

Note: As Total Component Cost was changed in this example, so too will the Budget Narrative and Source of Revenue pages need adjusting. Upon saving the Budget Narrative adjustments, you can Print Preview the page.

SECTION VI: BUDGET NARRATIVE			
User Guide Program		Fiscal Year	FY 12-13
Item #	Justification	Expense	In Kind Expense
120	Mentor- \$250 per month \$62.50 per week x4 weeks= \$3000 per year +1800 for new part time person	\$4,800	
120	Director- \$500 per month 102.50 per week x 4 weeks= \$6000 per year	\$6,000	
120	Program Coordinator \$256.67 per month \$64.17 per week x 4 weeks = \$3080 per year	\$3,080	
120	4 Volunteers--providing In Kind (service for Internship grade)		\$4,000
180	Salaries FICA 7.65% and Workman's Comp at 1.5%	\$1,105	
260	Supplies 1015 =84.58 x 12 months	\$1,015	
TOTAL		\$16,000	\$4,000

Job Title	Annual Expense Wages	Annual In Kind Wages
program coordinator	\$3,080	
Mentor Supervise Participants	\$4,800	
Director oversee program operations supervise employees	\$6,000	
4 Volunteers providing In Kind (service for Internship Grade)		\$4,000
TOTAL	\$13,880	\$4,000

Form JCPC/PA 004 JCPC Program Application **DRAFT**
 Form structure last revised 01/09/2012
 Department of Public Safety, Division of Juvenile Justice



Note: The page is marked Program Application and DRAFT in the footer section.

Step 5 – Submit Your Program Application

When you have completed your Budget Narrative and your Sources of Program Revenue, you will Submit your Program Application.


Submit Program Application

Your program application has been verified and is ready for final submission.

 Submit
 Cancel

Click **Submit** and you will get the Program Application Submitted successfully message and you will be returned to the Program Application Information screen.



Program Application Information

 Program Application Submitted Successfully

Name of Program: **User Guide Program (Wake)**

Program Application Details
Decision

Funding Period:	FY 12-13
Funding Source:	JCPC Funds
Funding Status:	Submitted
Last Submission:	02/05/2012 04:52:39 PM
Last Return:	
Components:	<ul style="list-style-type: none"> Believe Tutoring, Type: Vocational Skills Add Component
Budget:	Budget Revision History



 Edit
 Print/Preview

After the Program Application is successfully submitted in NC ALLIES, the word draft will be removed from the document. Follow your local JCPC procedures for the printing and signature process. After the JCPC has made a decision on the application, your Division of Juvenile Justice Program Specialist/Area Consultant or Processing Assistant will enter the JCPC decision information. After this decision has been entered, NC ALLIES now recognizes that it is a Program Agreement. When printed, it will now read Agreement instead of Application.

Copy Without Including All Components



In addition to copying the complete Program Application information as shown earlier; you can choose to deselect any check box. In this example, the Teen Court Component has been unchecked. Click Create and you will receive the Copy Component Confirmation message.

Copy Program Application

Name of Program:	User Guide Program
Funding Period:	FY 12-13
Funding Source:	JCPC Funds
<input checked="" type="checkbox"/>	Copy Component Named: Believe Tutoring, Type: Vocational Skills
<input checked="" type="checkbox"/>	Copy Component Summaries
<input checked="" type="checkbox"/>	Copy Component Narratives
<input checked="" type="checkbox"/>	Copy Component Measurable Objectives
<input type="checkbox"/>	Copy Component Named: Wake County Teen Court, Type: Teen Court
<input checked="" type="checkbox"/>	Copy Budget Narrative
<input checked="" type="checkbox"/>	Copy Sources of Program Revenue
 Create  Cancel	

Copy Component Confirmation

The component listed below will be deactivated and will not be copied to the Program Application for the new funding period. Click **Continue** to deactivate these Components for the new funding period. Click **Cancel** if you need to return to the Copy Program Application screen without removing these components.

Component Name:	Wake County Teen Court, Type: Teen Court
 Continue  Cancel	


Note: By not copying the Teen Court Component into the new FY 12-13 Program Application, the Budget Narratives, Measurable Objectives, and Sources of Revenue will all need to be adjusted to reflect the decreased cost and goals for this Program Application.

Return to [Step 4](#) of this document to complete the application process.

Copy Deactivated Component

If a component was not previously copied, it is considered deactivated for the current fiscal year application process. Users have the ability to Copy a Deactivated Component from the Program Application Information page, which will reactivate the component for the current year application.

Program Application Information

 Program Application successfully created

Name of Program: **User Guide Program (Wake)**

Program Application Details

Decision

Funding Period: FY 12-13

Funding Source: JCPC Funds




Funding Status: Pending Submission

Last Submission:

Last Return:

Components: [Add Component](#)
[Copy Deactivated Components](#)

Budget: [Budget Revision History](#)

 Edit  Print/Preview  Delete

